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# State Court Administrative Office

## Judicial Information Systems

### *District Court System*

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The District Court System was developed for use on the IBM Midrange Computer Systems to support the record keeping, caseflow management and administrative reporting needs of the district courts. This system includes Traffic/Criminal, Probation, Civil, Cash and Bond/Trust/Restitution Modules. The system is capable of multi-courting which is a feature that would allow a multi-county or multi-location district court to operate on the same computer.

#### **Interactive System**

- These features provide quick index retrieval and caseflow management for Traffic, Criminal, Probation and Civil cases through the use of various data entry and inquiry screens. Civil processing includes: General Civil, Landlord-Tenant, Small Claims, Miscellaneous Civil and Summary Proceedings cases.

#### **Prompt Windows**

- This feature provides direct access to code file information for inquiry, data entry and maintenance. It is available in all modules.

#### **Cash Management**

- This portion of the system provides the ability to dispose of and/or close cases and process the necessary internal accounting and statistical reports associated with monetary transactions performed by the court. Traffic/Criminal and Civil payments interface directly with their respective module.

#### **Calendar (Docket)**

- This feature provides a list of activities scheduled for any given date and time for a particular bar number. Month and Week at a Glance calendars can be viewed/printed. A calendar can be viewed on a terminal or printed in two size formats. Calendars can be obtained for judges, magistrates, probation officers and any clerk or department deemed necessary by the court. Non-case entries (i.e. marriages) may be supplemented to calendars. The court can block out calendar days/hours for the entire court or individually by judge, magistrate or professional to facilitate their scheduling needs.

#### **Probation**

- This fully integrated module provides the Probation Department with inquiry access and selective update capabilities to assist the probation officers in managing post-judgment related activity.

<b>Bond/Trust/Accounting</b>	<ul style="list-style-type: none"> <li>● This Accounting Module provides the court with the ability to update and inquire on bond, restitution, trust and agency records that have been processed by the court. Additionally, the court's check register is created from the transactions processed through the cash module and bond screen.</li> </ul>
<b>SOS/LEIN/CHR Interface</b>	<ul style="list-style-type: none"> <li>● This feature provides the court with the ability to perform Secretary of State (SOS) and Criminal History (LEIN) inquiries. In addition, courts have the ability to add or cancel warrants from LEIN, update Sex Offender Registration or Criminal History Records. Case information from the JIS database is pre-loaded on the warrant and CHR entry screens. Included in this feature is the ability to clear a FAC/FCJ suspension immediately.</li> </ul>
<b>Abstracts/Suspensions</b>	<ul style="list-style-type: none"> <li>● Abstract and FAC/FCJ/FCPV submission via magnetic tape or electronically is available, eliminating the necessity of submitting hard copy abstracts or FACs. On-line correction or deletion of abstracts and FACs is also available. FAC's can be terminated immediately if you utilize the SOS interface through JIS.</li> </ul>
<b>Report Generator</b>	<ul style="list-style-type: none"> <li>● This facility provides the ability to create reports based on user defined parameters.</li> </ul>
<b>Batch Show Cause</b>	<ul style="list-style-type: none"> <li>● This option provides the facility to produce show cause notices on delinquent cases in "batch" mode. Users may select criteria to be met for generation of the actual notices, or may obtain a pre-list of cases qualifying under the designated criteria.</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>● This feature provides courts with the ability to grant and limit access to modules, screens, reports and functions according to job responsibility.</li> </ul>
<b>AFP / HPT Printing</b>	<ul style="list-style-type: none"> <li>● Many Immediately Generated Forms have been created in either AFP (Advanced Function Printing) or HPT (Host Print Transform) format. Forms generated on specified laser printers will more closely resemble forms from the SCAO Approved forms book.</li> </ul>
<b>Ticket Upload</b>	<ul style="list-style-type: none"> <li>● Converting ticket information entered on laptop computers in patrol cars to the DCS system, eliminating ticket entry in the court.</li> </ul>

### **Central Name Inquiry Combined Calendar**

- This feature provides a combined name inquiry and ROA access for all traffic, criminal, and civil cases within the District Court. District Courts sharing their AS400 with a Circuit or Probate Court can access each others cases or use the combined calendar which provides docket/calendar information for a judicial bar number regardless of the court's jurisdiction.

### **Jury Management**

- This recently developed system is now implemented in 40 counties for the 2004 jury cycle. It is a comprehensive system from original juror draw through financial processing. It currently is available to the subscribers of the JIS court management systems.

## **Under Development**

### **Prosecutor Interface**

- This interface, currently being used by the Oakland County Prosecutors Office, provides for the interactive inquiry and batch update of common data elements between the respective systems. JIS is working with the Prosecutor's Attorneys Association of Michigan to implement a similar interface in all Counties.

### **Debt Referral**

- This interface, currently being piloted by 54B District Court, East Landing. It provides a collection method for unpaid cases. The court defines what cases it wishes to impose this collection procedure based on either amount owed or date last paid.

### **Web Ticket Payment**

- The Judiciary is working with the Executive Branch's e-Michigan Office and IBM to use the State's Web-site to allow citizens to make payments on traffic tickets via the Internet. The system has been implemented since February and is available at e.courts.mi.gov. It's designed to interface to all trial court case management systems and can accommodate the payment of traffic tickets for multiple courts from one credit card transaction.

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# Traffic & Criminal Divisions

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## Reports Generated on Request

(Available in alphabetic or numeric order)

### Abstract / FAC Reports and Error Lists

- A list of all abstracts, FAC's, and immediate FAC terminations generated daily. These records are sent to SOS electronically or on magnetic tape. Reports identify records that require correction before being submitted.

### Audit Review List

- This report shows detailed abstract information for auditable cases. It can be used as a worksheet for the annual drunk driving audit.

### Alcohol Report

- A statistical report generated to show actions taken on the alcohol related cases by judge.

### Appealed Case List

- A list of cases which have appeal actions entered on the system.

### Attorney Index

- A cumulative list of all attorneys in alphabetical order who have cases with future court dates.

### Bond & Trust Listings

- A cumulative listing of open, closed or partially paid bond, restitution, trust, and court specified T&A accounts. The reports can be generated for any requested period of time.

### Case Index

- An index sorted by defendant name or case number.

### Case Age Report

- A listing of cases in which a defendant has been incarcerated or had an arraignment without an adjudication and requires a review of the case to determine if inclusion on the case age report is in order. A pre-list is also available for cases between 120 - 180 days old.

### Caseload Report

- This report is procured according to the requirements associated with the SCAO quarterly report. An audit trail of what cases were considered for the report is also included. The report includes all traffic/criminal and civil cases.

<b>Crime Victims Report</b>	<ul style="list-style-type: none"> <li>● This report is generated in accordance with Department of Treasury requirements.</li> </ul>
<b>Drunk Driving Report</b>	<ul style="list-style-type: none"> <li>● A listing of all pre-adjudication Drunk Driving cases for purposes of tracking the 77 day status.</li> </ul>
<b>Drunk/Drug New Cases Filed</b>	<ul style="list-style-type: none"> <li>● SCAO Drug Case Information Management Fund and Drunk Driving Caseflow Assistance Fund Report. A summary and audit is provided.</li> </ul>
<b>Disposed Case List</b>	<ul style="list-style-type: none"> <li>● A listing of disposed cases sorted by police agency to be used for disposition of their cases.</li> </ul>
<b>FAC, Warrant List</b>	<ul style="list-style-type: none"> <li>● A list containing cases which are at FAC/FCJ/FCPV status or have an outstanding warrant.</li> </ul>
<b>Non-Public Case List</b>	<ul style="list-style-type: none"> <li>● A listing of all cases that have been made non-public.</li> </ul>
<b>Time Guidelines Compliance Reports</b>	<ul style="list-style-type: none"> <li>● Four reports generated in accordance with the Supreme Court order 1991-4, regarding case flow management and time guidelines.</li> </ul>

## **Daily Date Generated Batch Reports**

<b>Bond Forfeiture Tickler</b>	<ul style="list-style-type: none"> <li>● This report lists all cases where bonds have been ordered to be forfeited. A case appears on the tickler 28 days after the Order Forfeiting Bond has been printed or a tickler record has been added manually.</li> </ul>
<b>Delete Audit Reports</b>	<ul style="list-style-type: none"> <li>● A separate audit list of all deleted cases, bonds, restitution, trust and agency records or payments from the past 30 days. This report also lists cases transferred from one case number to another or one court location to another.</li> </ul>
<b>Party Calendar</b>	<ul style="list-style-type: none"> <li>● An alphabetic listing of all parties scheduled to appear in court for the current day.</li> </ul>

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# **Traffic and Criminal Forms**

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## **Immediate Generation**

Register of Actions  
Notice to Appear & Civil Infraction Notice to Appear  
Judgment of Sentence & Civil Infraction Judgment  
Restricted License Form & Notice of Adjudication  
Order for Substance Abuse Evaluation  
Order Forfeiting Bond  
Judgment after Bond Forfeiture  
Petition and Bench Warrant  
Warrant Recall  
Order of Acquittal / Dismissal  
Order of Nolle Prosequi  
Pre-Trial Release/Custody & Bond  
Removal of Entry from LEIN  
Order to Show Cause  
Subpoena  
Order of Probation  
Assignment to Youthful Trainee Status  
Orders for Fingerprints & Return of Fingerprints  
Orders for Vehicle Immobilization & Vehicle Impoundment  
Plea by Mail  
Order to Set Aside Conviction  
Probation Violation & Order

## **Batch Generation**

**(Part of Daily Generated Notices)**

Abstract and FAC/FCJ/FCPV Records  
Lists of Generated Abstracts and FAC/FCJ/FCPVs  
Abstract and FAC/FCJ/FCPV errors  
Immediate Clearances  
Default Judgment & Default Abstracts  
14-Day Notices for Traffic & Non-Traffic  
Warrant Notice & Warrant Misdemeanor  
Notice of Non-Compliance  
Batch Show Cause Notices  
Party Calendar  
Delete Audits  
20% Late Fee Assessments  
Bond Forfeiture Tickler

## **Individual Batch Generation**

File Labels (includes up to 3 counts)  
Address Labels  
Felony & Misdemeanor Register of Actions on Pre-Printed Forms  
Register of Actions on 8x11 Paper  
Postcard Notices to Appear

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# Civil Division

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## Notices and Reports

### Alphabetic & Numeric Case Index

- A listing of all cases by plaintiff or defendant as well as case number.

### Attorney Case List

- A cumulative listing of all attorneys that have cases with future court dates.

### Bench Warrant List

- This report is a listing of all civil cases with outstanding bench warrants.

### Default Notices

- A Default Application, Entry, Affidavit will generate if:
  - 1) no answer is filed 21 or 28 days after service; or
  - 2) no answer is filed 14 days after an order is entered transferring a Small Claims case to General Civil

### Notices of Intent to Dismissal & Dismissal

- Notices are generated for cases that should be dismissed or sent notice of an Intent to Dismiss for non-service or lack of progress based on statutory guidelines.

### Pre-Lists

- Pre-lists are available for Notice of Intent to Dismiss, Notice to Dismiss, and Default Application, Entry, Affidavit. A list of cases meeting the criteria for each notice can be requested.

### Register of Actions

- A chronological listing of all actions on a case.

### Daily Review

- A report listing cases scheduled for review prior to the scheduled court event.

### Expired Garnishment List

- A report that reflects garnishments that have expired 91 days from the date of issuance.

### Address Labels

- Labels with the address of the plaintiff, defendant, or attorney.

## **File Labels**

- File labels contain the case number, case type, primary plaintiff, primary defendant, and alternate primary party names. This report is run in batch mode.
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## **Certified Mailers**

- Certified Mailers are generated on a 3-part form for defendants in small claims cases. This report is run in batch mode.

## **Delete Audit Report**

- An audit list of all deleted parties or cases from the past 30 days. It also contains a list of cases transferred from one case number to another or one court location to another.

## **Case Age Report**

- A listing of all open cases prepared in oldest-case-first order. The report is sorted by judge and case type.

## **Caseload Report**

- This report is produced according to the requirements associated with the quarterly SCAO report.

## **Time Guidelines**

- Four reports generated in accordance with the Supreme Court Compliance Reports Order 1991-4, regarding case flow management and time guidelines. Requested through Traffic/Criminal.

## **Civil Forms**

Notice to Appear  
Default Application, Entry, Affidavit  
Small Claims Judgment  
Dismissal  
Notice of Intent to Dismiss  
Notice of Dismissal  
Subpoena  
Register of Actions on Pre-Printed Form  
Register of Actions on 8x11 Paper  
Judgment Landlord Tenant  
Judgment Land Contract Forfeiture  
Petition and Bench Warrant  
Warrant Recall  
Civil Judgment  
Order to Show Cause

## **Probation Division**

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## **Reports**

### **Probation Lists**

- A listing of all cases on Probation sorted by defendant last name as well as case number order. These lists can be sorted by probation officer.

### **Review List**

- A listing of all cases that are on Probation that do not have a next action date. This list can be sorted by probation officer in alpha or numeric order.

### **Discharge List**

- A listing of probation cases due for discharge during the time frame specified. This list can be sorted by probation officer in alpha or numeric order. A discharge exception list will be produced if there are any probation cases without a discharge date.

### **Discharge Exception**

- A list that is generated with the Discharge List will includes any probation case without a discharge date.

### **Non-Payment of Restitution List**

- A listing of probation cases that have a balance due in restitution, and are due to be discharged from probation within the given dates.

## **Probation Forms**

Register of Actions  
Order of Probation  
Order for Substance Abuse Evaluation  
Amended Order for Probation  
Judgment of Sentence  
Notice of Adjudication  
Discharge from Probation  
Petition and Bench Warrant  
Warrant Recall  
Removal from LEIN  
Notice to Appear  
Postcard Notice to Appear (Batch)  
Order to Show Cause  
Assignment to Youthful Trainee Status  
Non-Payment of Restitution